



Australian Government

SIRXCHA002 Lead the change process

Release: 1

SIRXCHA002 Lead the change process

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify, plan for and evaluate organisational change.

This unit applies to senior personnel working in a diverse range of sectors and business contexts. They operate independently and are responsible for making a range of operational business decisions and leading change processes.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Change Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Plan for change.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify need for, or likelihood of change by reviewing internal and external drivers of change.
- 1.2. Assess options to drive change in line with delegated authority and organisational policies and procedures.
- 1.3. Identify and analyse potential risks and barriers to change.
- 1.4. Consult with relevant stakeholders and review feedback on change requirements.
- 1.5. Develop a change plan that outlines key metrics for evaluation and ensures risks are mitigated and processes and timelines are achievable.

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| 2. Implement and embed the change. | <ul style="list-style-type: none"> 2.1. Communicate purpose and benefits of change to relevant team members and prepare them for change. 2.2. Communicate roles, responsibilities and requirements to team members and stakeholders to facilitate implementation. 2.3. Provide and promote opportunities for team member and stakeholder input and seek feedback to refine processes. 2.4. Support team members as required to ensure successful implementation of change. 2.5. Monitor and maintain adequate resources required for change implementation. 2.6. Monitor the change to ensure new practices are adopted on a consistent basis. |
| 3. Evaluate outcomes of change. | <ul style="list-style-type: none"> 3.1. Evaluate outcomes of the change against key metrics. 3.2. Critically evaluate management of change process identifying areas for future improvements. 3.3. Seek input from stakeholders and team members on the management of the change process. 3.4. Document outcomes of change and lessons learnt. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> • interpret information from a variety of texts relevant to successful management of change.
Planning and organising skills to:	<ul style="list-style-type: none"> • manage interrelated aspects of change implementation and use of resources.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>